

**Instructions for Requesting a Criminal Record from
Fairfax County, Virginia**

Include ALL of the following or your request will not be processed:

- 1) **Notarized** statement explaining why criminal record is needed
- 2) **ALL of the following information:**
 - Your name (current & previously used – including maiden)
 - Current address
 - Social security number
 - Date and place of birth
 - Gender and race
 - Phone number or email address where you can be contacted
- 3) **Certified Copy** (*specific wording may vary by state, ask a notary public*), **notarized of TWO** (one must have a photo and date of birth) of the following forms of identification:
 - U.S. Passport (valid)
 - Foreign Passport (valid)
 - Driver's License or DMV Identification Card (valid)
 - Military I.D. Card
 - Permanent Resident Card (valid)
 - Work Authorization Card (valid)
 - University I.D. Card (must show date of expiration and be valid)
 - Social Security Card
 - Voter Registration Card
 - Vehicle Registration (current)
 - Birth Certificate (Original/Certified) (Foreign must include **certificate of accuracy**)
 - Any License issued by County/State/Federal Government
- 4) **Ten dollar (\$10.00) fee** in money order or check payable to the County of Fairfax

5) Return Self-Addressed, Stamped Envelope

Mail all requested items to:

Central Records
10600 Page Avenue
Fairfax, VA 22030
Attn: Record Request